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25 April 1955

MEMORANDUM FOR THE RECORD

SUBJECT: Handling and Reporting NIS Returns to the Records Center

1. [redacted] discussed subject problem today with [redacted] of OHR. [redacted] concluded that the quarterly report of NIS returns had served its purpose and could be discontinued. By way of explanation he presented a distribution chart developed from statements of requirements and experience revealed by the quarterly reports. [redacted] stated that he expects a continuing decline in the number of NIS sections returned.

2. With respect to Records Center personnel recording returns and filing them for possible reissue, [redacted] felt that the practice was good insurance against expensive reprints. However, he is open to suggestions for establishing maximum stock levels which would limit the handling of returns to those NIS sections for which maximum stock levels had not been reached. It was therefore proposed that [redacted] examine the stock record system for NIS sections maintained at the Records Center.

[redacted]
Chief, Reports & Corres. Br.

Attachment
Cost of Handling and
Reporting NIS Returns
to the Records Center
in Calendar Year 1954

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